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**SONY**

[**Sony.349139@2freemail.com**](mailto:Sony.349139@2freemail.com)

**Relevant Experience**

* 9+ years of Management level experience in FMCG retail business in U.A.E with driving license.
* Fresh & More (Super/Hyper Market) Inventory Analyst/Master Data Analyst – 2015 –Currently Working
* Fresh & More(Super/Hyper Market) Purchase Assistant /Logistics Executive - 2012–2015
* Fresh & More (Super/Hyper Market) Storekeeper - 2011-2012
* Fresh & More (Super/Hyper Market) Supervisor- 2010 - 2011
* Mathstraman Manufactures & Traders (p) Ltd- Storekeeper/Asst Co-ordinator - 2007 – 2010

**Work Experience**

**Inventory Analyst /Master Data Analyst - Oct 2015 to Current**

**Fresh & More Supermarkets/Hypermarkets －Abu Dhabi**

* Check the stock movements from central warehouse to outlets.
* Co –ordinate the periodic inventory and analysing with physical and system stock, submitting the reports to Management.
* Inventory related reports making such as stock ageing report, supplier wise inventory moving reports etc.
* Check the fast moving items and slow moving items reports, if any slow moving items found inform to purchasing department.
* Followed up with warehouse keepers, monitored whether GRN is updated in the ERP system on time and ensured that it is as per the purchase order and quotation.
* Regularly monitored reorder levels of stock and followed up with procurement department to place timely orders, followed up with accounts department for supplier’s accounts payable.
* Preparation of master data such as article master, vendor master, customer master, purchase info records, source list and products merchandising categorization.

**Purchase Assistant**  **Mar 2012 – Oct-2015**

**Fresh & More Supermarkets/Hypermarkets －Abu Dhabi**

* Selection of Vendors / Suppliers for the procurement and Responsible to do strong negotiation with suppliers for prices, quality and payment terms.
* Coordinate with the supplier to ensure on time delivery.
* Responsible for preparing and processing of purchase orders and documents in accordance with company policies and procedure.
* Maintain complete and updated purchasing records/data and pricing in the system.
* Research pricing information and compare prices and quotations.
* Handling and monitoring of claims and shortages with suppliers.
* Maintain safety awareness inside and outside store facilities.
* Managing and coordinating daily store activities both receiving, issuing of goods and processing the documents.
* Monitor Purchases vs. Sales, to review purchase schedule accordingly.
* Ensure enough replenishments of finished goods supply.
* Coordinates with Managers to ensure smooth supply of short listed items.
* Ensures smooth supply of goods to other branches.

**Storekeeper** **Jan 2011 - Mar- 2012**

**Fresh & More Supermarkets/Hypermarkets －Abu Dhabi**

* Organize and maintain inventory and storage area.
* Ensure shipments and inventory transactions accuracy.
* Interface with the different departments to answer questions or solve problems.
* Maintain items record, document necessary information and utilize reports to warehouse status
* Confer and coordinate activities with other departments.
* Securing the status of each supply and checking possible damages or scratches.

**Outlet Supervisor** **Mar 2010 to Jan 2011**

**Fresh & More Supermarkets/Hypermarkets －Abu Dhabi**

* Maintain / improve sales to meet company's annual objectives and standards according to Sales projections.
* Prepare of short and long term plans to increase the sales.
* Manage and monitor the operation of the staff, goods warehouse to ensure continuity and maintain organized receiving and dispatch of finish product.
* Ensure that the store is Clean, set the alarm, locks up and makes the bank deposit.
* Involved in all aspects of inventory.
* Ordered new product when necessary.
* Order supplies for the store and keep meticulous records so every product is accounted for and the store remains within budget.
* Responsible for setting weekly sales goals and objectives and implementing strategies to see they are met.

**Assistant coordinator / Storekeeper** **Feb 2007 - Feb – 2010**

**Mathstraman Manufactures & Traders (P) Ltd**

* Store keeping and Material supply for generators.
* Sales coordination and monthly statement and reports for billing.
* Maintains a record of the amount, kind and value of items on hand.
* Supervises packing, shipping, receiving operations and records stock items.

**Academic Qualifications**

* Completed 10th in 2000 with 51%.
* Passed out 12th in 2002 with 65%.
* Graduated in BA Economics in 2005 with 65%.
* Completed PGDCA in 2006 with 71%

**Personal Information**

Name : Sony

Marital status : Married

Gender **:** Male

Nationality **:**  Indian

**Computer Literacy**

* Operating Systems - Windows 8, Windows 7, Windows Vista, Windows XP,2000 & 98
* Part Implementation experience in SAP (MM Module) and Microsoft Navision
* Application Software: MS Office
* MyCom Inventory Software
* Good Knowledge in MS Excel, MS Outlook, Internet, E-mail etc.

**Declaration**

I, Sony hereby declare that the above furnished information is authentic to the best of my knowledge.

Date:

Place: Abu Dhabi Sony